



Fort Hood Spouses' Club
ATTN: Luncheon Vendor Coordinator
P.O. Box 5982
Fort Hood, Texas 76544
www.forthoodspousesclub.org

SUPER SIGN-UP VENDOR
2017-2018 AGREEMENT AND CONTRACT

The purpose of this contract is to document the agreement between the Fort Hood Spouses' Club (FHSC) and vendors for the 2017-2018 Super Sign-Up event.

The **Fort Hood Spouses' Club Luncheon Vendor Coordinator** reserves the right to accept or deny any vendor. If you are accepted as a vendor, you must enter into a contract with FHSC and the following will be agreed upon:

FEES

- | | |
|-----------------------------|-------------------------|
| 1. FHSC Current Members | \$25.00 per table space |
| 2. Non-FHSC Members | \$30.00 per table space |
| 3. Non-profit Organizations | \$20.00 per table space |

Note: If a vendor desires and requests more than one table space, the requests must be approved at the time the vendor is booked and the table fees will be paid in advance. Fees must be paid in full by check made payable to the FHSC. Full payment and a signed vendor's contract must be received no later than 3 weeks prior to the luncheon. Prices are subject to change.

13 September 2017 Super Sign Up

FHSC retains the option to contract the table space to another vendor until payment and the signed contract are received.

1. A receipt for the vendors will be given the day of the luncheon.
2. All NSF Checks will be charged a \$35.00 fee, and the table space/spaces will be canceled at that time.

CANCELLATIONS

If the vendor has to cancel, the Club Vendor Coordinator must be notified **10 days** before the day of the event. Failure to do so will result in the forfeiture of all fees.



LIABILITY

The Vendor shall in no way hold the FHSC responsible for broken, lost, stolen items, or damage due to fire, water, or any other cause. Vendors, under franchise, are welcome to sell their products as long as sales are in accordance with franchise guidelines. FHSC will not be liable for vendors violating franchise agreements.

TAXES

The Vendor will be responsible for reporting his/her own Texas State Sales Tax. The tax rate on Fort Hood is **6.75%**. However, this amount is subject to change, and it is the vendor's responsibility to ensure she/he is collecting the proper amount.

TABLE SPACE

FHSC reserves the right to assign all table space/spaces locations and make space assignment changes prior to the event.

1. The vendor agrees to keep his/her wares within the boundaries of the space assigned and arrange their wares in such a way as to avoid interference with other vendors. Failure to comply with this provision could result in removal of the vendor's wares from the event, and forfeiture of all fees.
2. The Club Vendor Coordinator will arrange for the vendor's table space/spaces prior to the event with suitable covering and chairs.
3. If the vendor wishes to use their own equipment to display their wares, please inform the Club Vendor Coordinator in advance.
4. If electricity is required, please inform the Club Vendor Coordinator in advance. There are limited outlets available and they will be assigned on a first come, first serve basis.

Note: Please be aware that your business may not be the only one of its kind at the event. (Example: If you sell cookware, there may be another cookware representative) We will not schedule two representatives from the same company. If this situation should arise, both vendors will be notified and suitable arrangements will be made.

SET UP /CLEAN UP TIMES

Set-up times for vendors can begin at 8:30 a.m.; however, vendors must start setting up no later than 9:45 a.m. The Club Vendor Coordinator will contact the vendor by email three days prior to the event to confirm set up times. Set up must be complete no later than 20 minutes prior to the start time of the event. The Club Vendor Coordinator will have the tables labeled with your business name. Clean up **must not** begin before the event is complete. Vendors in violation of the stated set up and clean up procedures will forfeit the opportunity to be vendors at future events.



DOOR PRIZE

Vendors are required to provide FHSC with a product suitable for use as a door prize. The door prize (suggested minimum value of \$15.00) will be awarded at the event.

1. Please identify the door prize by attaching a business card to it. The card will remain with the prize when awarded.
2. A receipt for the door prize will be given to the vendor on the day of the event.
In your contract, please include the retail value of your door prize.

ADVERTISING

Newsletter: If you would like to advertise in our monthly newsletter, please contact our Newsletter Chair, at FH.Wifeline@gmail.com. Information and pricing for advertising in our newsletter can be found on our website www.forthoodspousesclub.org.

Membership Directory: There is also an opportunity to advertise in our yearly Membership Directory. This directory is given to each member of the club to use throughout the year. You can contact our Membership Chair at FH.Membership@gmail.com or view the information on our website www.forthoodspousesclub.org. This opportunity runs from June 15 to October 15. The Directory is distributed at our November Event.

CHILDREN of VENDORS

Children 6 months and under are allowed.

CONTACT INFORMATION

Please be assured that we are dedicated to making our events inviting and entertaining, and as always, we will be on hand to help ensure you have a great day. We are deeply appreciative of your interest in being a vendor at our event. We hope you will let us know if we can help in any way.

Please return contract (along with a business card) to:

FHSC
ATTN: Luncheon Vendor Coordinator
P.O. Box 5982
Fort Hood, Texas 76544

If you have further questions, please contact us at FH.Lunch.Vendor@gmail.com.





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STATEMENT OF ATTENDANCE FOR SUPER SIGN-UP

This Statement of Attendance form needs to be completed and returned to the Club Vendor Coordinator.

Vendors are slated for the event on a first come basis. We can accommodate 30 vendors for Super Sign-Up. A signed Statement of Attendance along with payment guarantees a table at the event, subject to availability. You will be notified as soon as your application is reviewed.

SUPER SIGN-UP BEGINS AT 10:00a.m. and finish at 1:00 p.m., at Phantom Warrior Center. Set up can begin at 8:30 a.m. and must be completed by 9:30a.m.

RSVP NO LATER THAN THREE WEEKS PRIOR TO THE EVENT.
23 August 2017

SUPER SIGN-UP EVENT
September 13, 2017

Please enclose your full payment with this form and mail to:
[Fort Hood Spouses' Club,](#)
[ATTN: Luncheon Vendor Coordinator](#)
[P.O. Box 5982,](#)
[Fort Hood, Texas 76544](#)

FEES

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PLEASE COMPLETE THE NEXT PAGE AND RETURN WITH YOUR CHECK.



I understand and agree to the provisions herein, and request to be an FHSC vendor for this year's SUPER SIGN-UP Event.

Signature _____

Name _____

Name of Business _____

Brief description of items to sell _____

Address _____

Email _____

Phone Number _____

Door Prize Amount \$ _____

Texas Sales & Use Tax ID Number _____

(Vendors must have a Tax ID Number and Vendor must provide FHOSC with that number)
"Franchise vendors must consult with their specific franchise for their Tax ID Number"

FOR CLUB USE

Postmark Date: _____ Date Received: _____

Check No. _____ Paid in Full: Yes No

Comments: _____

FHSC Vendor Coordinator Signature: _____

